上智大学
SOPHIA UNIVERSITY
叡智が世界をつなぐ

Moodle Manual (for students)

2. Enroll in a course

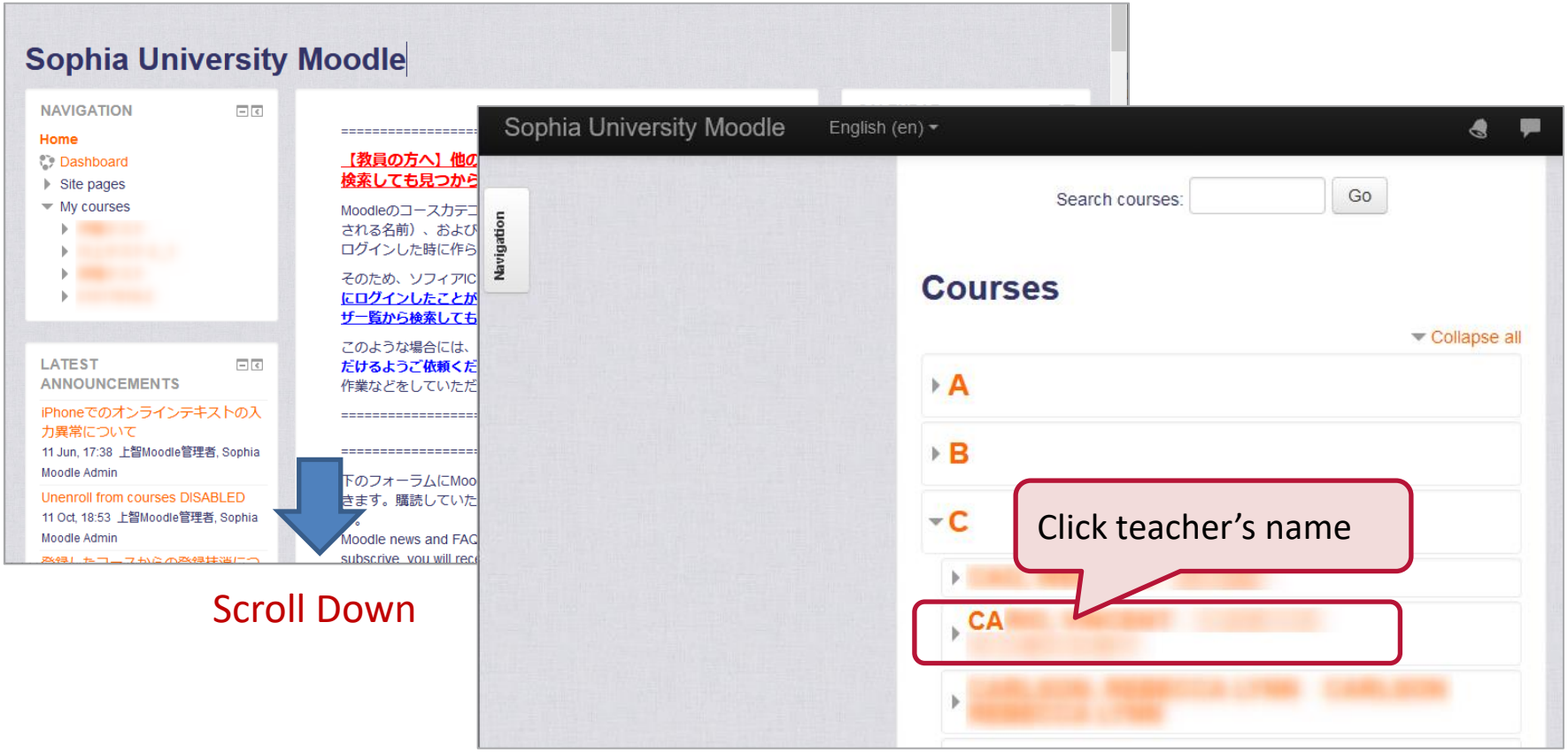
Sophia University, ICT Office

About ‘Course’ of Moodle

- Moodle has pages associated with each class, which we call “Course”.
- If your teacher instructs you to view materials or submit an assignment in Moodle, you need to enroll in a Moodle course.
  - Even if you register for courses at Loyola, Moodle courses will not be automatically registered. **Be sure to register yourself with Moodle.**
  - Not all classes have Moodle courses. Please check the teacher's instructions carefully.

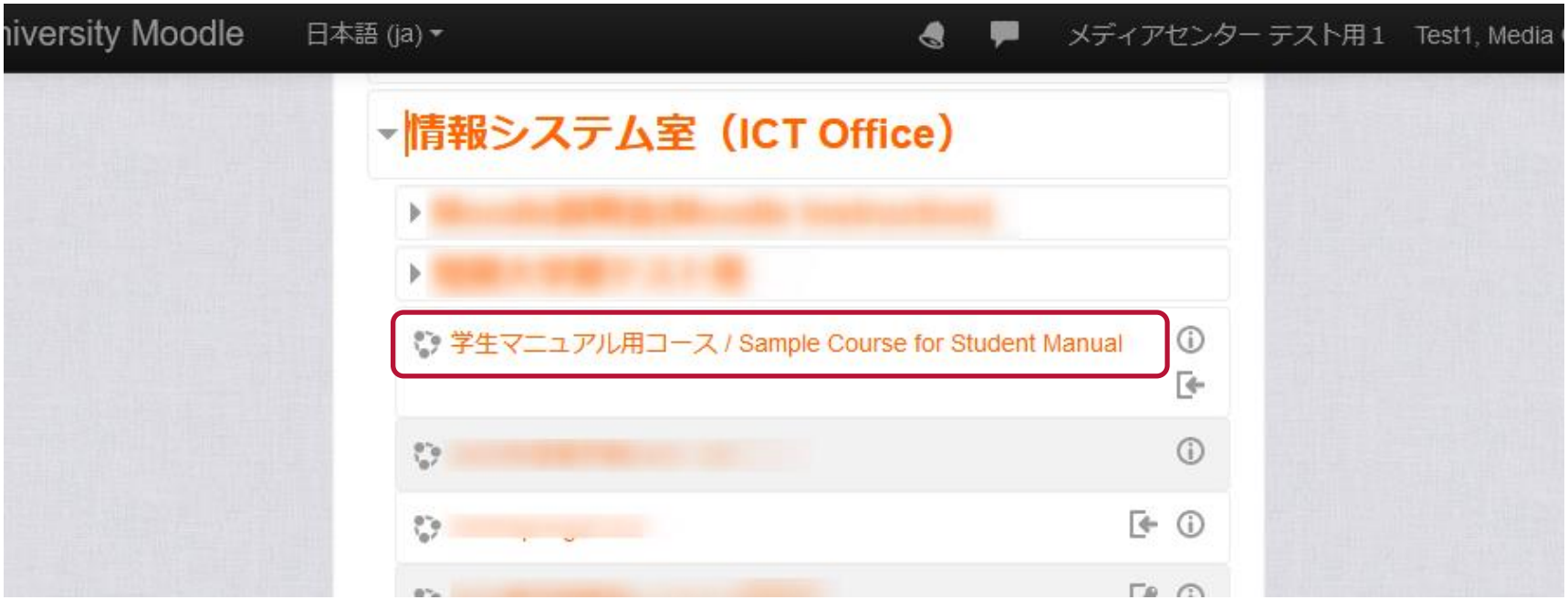
Find Course (by Teacher's Name)

On the Moodle top page, click on the teacher's surname initials and select the teacher's name.



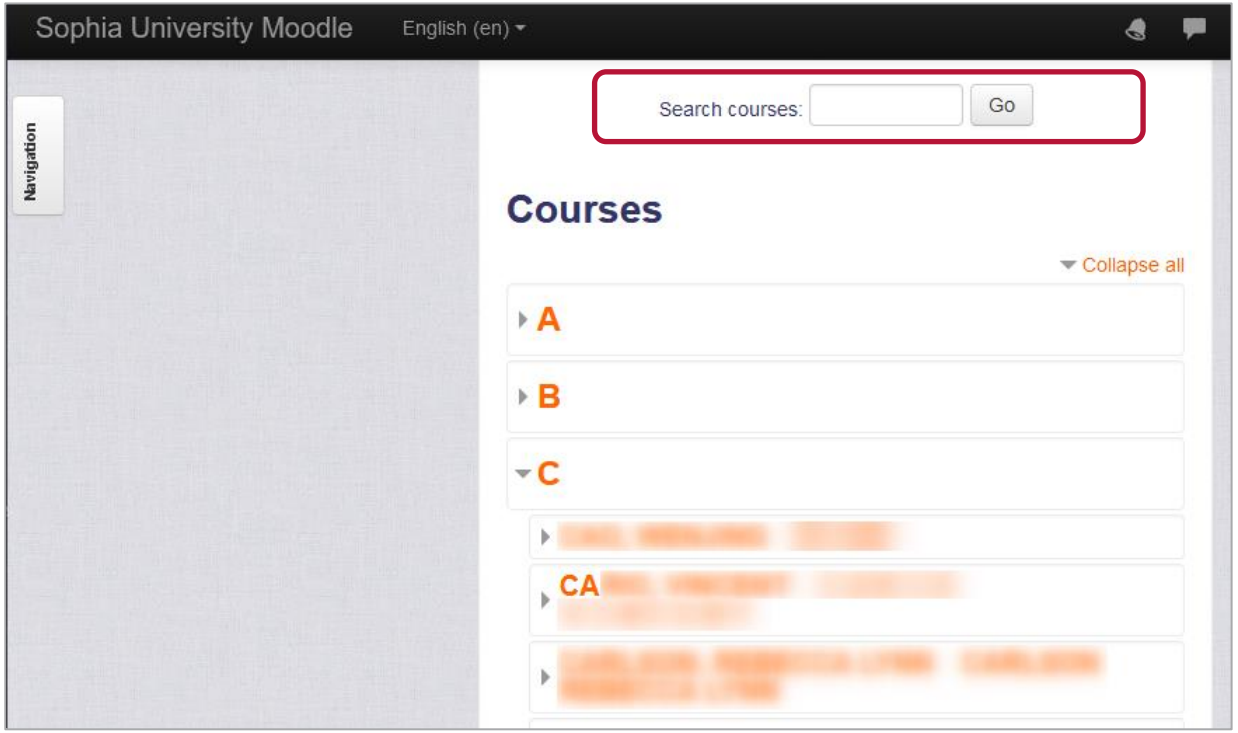
Find Course (by Teacher's Name)

When you select a teacher's name, the list of courses created by that teacher will be displayed. Then click the course you want to register.



Find Course (by Course Name)

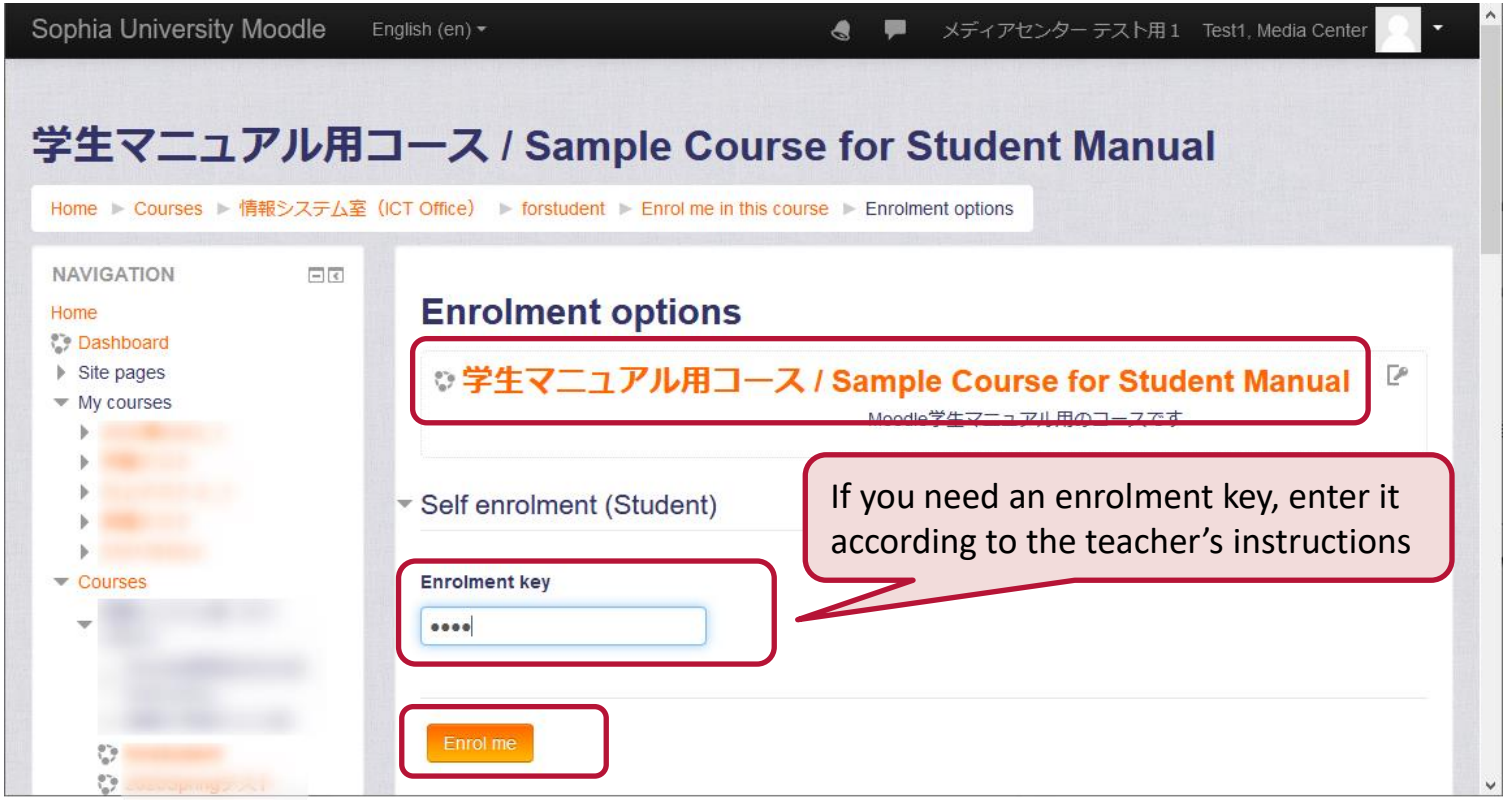
If you know the course name, you can also search by the course name.



- You may find several courses with similar names.
  Carefully check the course name, academic year / semester, and faculty name of the searched course.

Enroll in the Course

Click the course to display the registration screen.
Click ‘Enrol Me’.



- Some teachers may set a password (Enrolment Key) for registration.
  Please ask your teacher for the enrolment key. ICT Office cannot answer.

Enroll in the Course

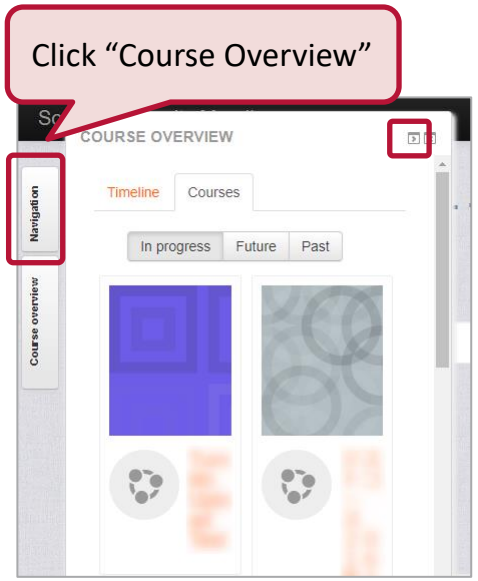
Once enrolled, the course content will be displayed.
Class materials or assignments are posted.

My Courses

The registered course will be displayed in “My Courses”
and you can join the course from the next time.

My Courses

Up to 10 courses are displayed in “My Courses”.
When you have more than 10 courses, click “More”.

*Wnen the “Course Overview” is not displayed, click “Course Overview” on the left of the screen.

Click button to undock.